Purpose

Use this procedure to enroll a newly hired employee or make changes within the approved timeframe.

Prerequisites

- New Hire action has been performed.
- Employee has completed and signed all necessary enrollment forms.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources ➤ Personnel Management ➤ Benefits ➤ HRBEN0001-Enrollment

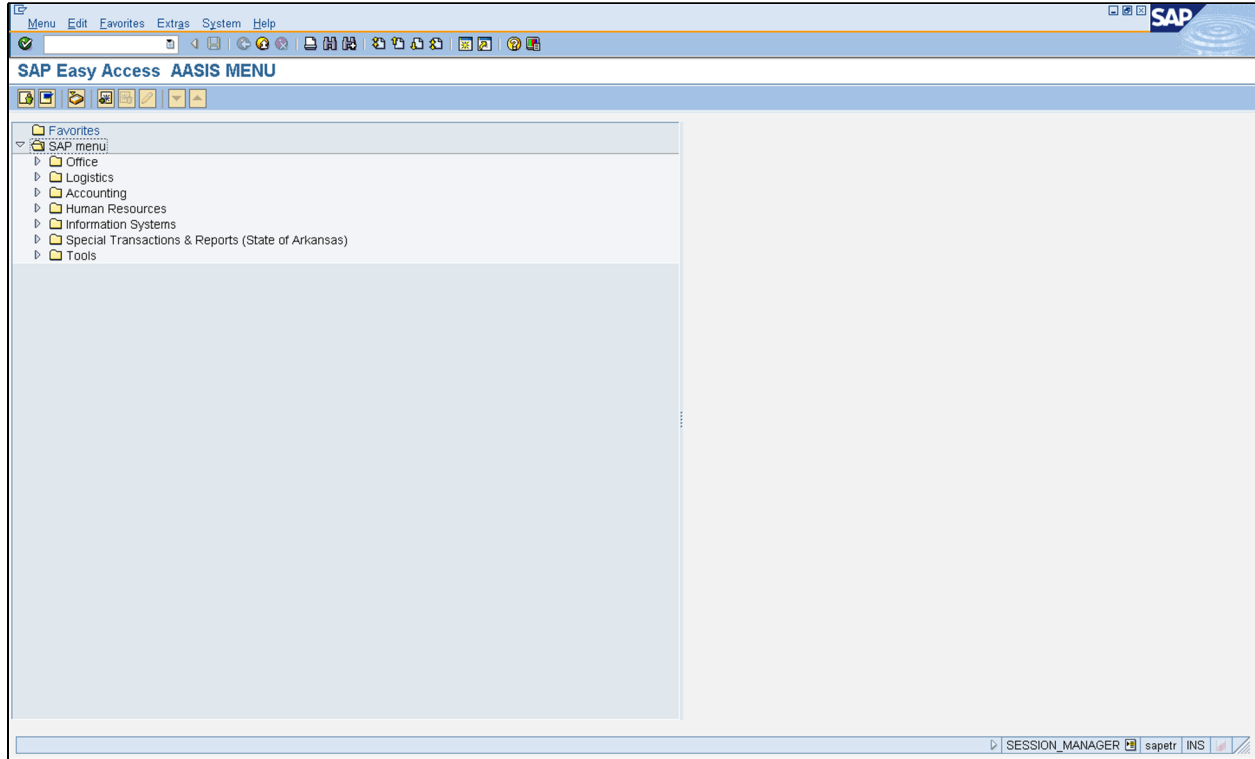## Transaction Code

HRBEN0001

Tips and Tricks

- The Adjustment Reason for New Hire Enrollment (IT0378) is automatically created after the Hire action (PA40) is processed.
- The Adjustment Reason for New Hire Enrollment (IT0378) start date is the same as the employee's hire date.
- If dependents are to be enrolled in the employee's health plan, create each dependent using transaction code PA30, Family Member/Dependent (IT0021).
- Create the Family Member/Dependent (IT0021) record with the required start date of the 1st of the month in which the event occurred.

Procedure

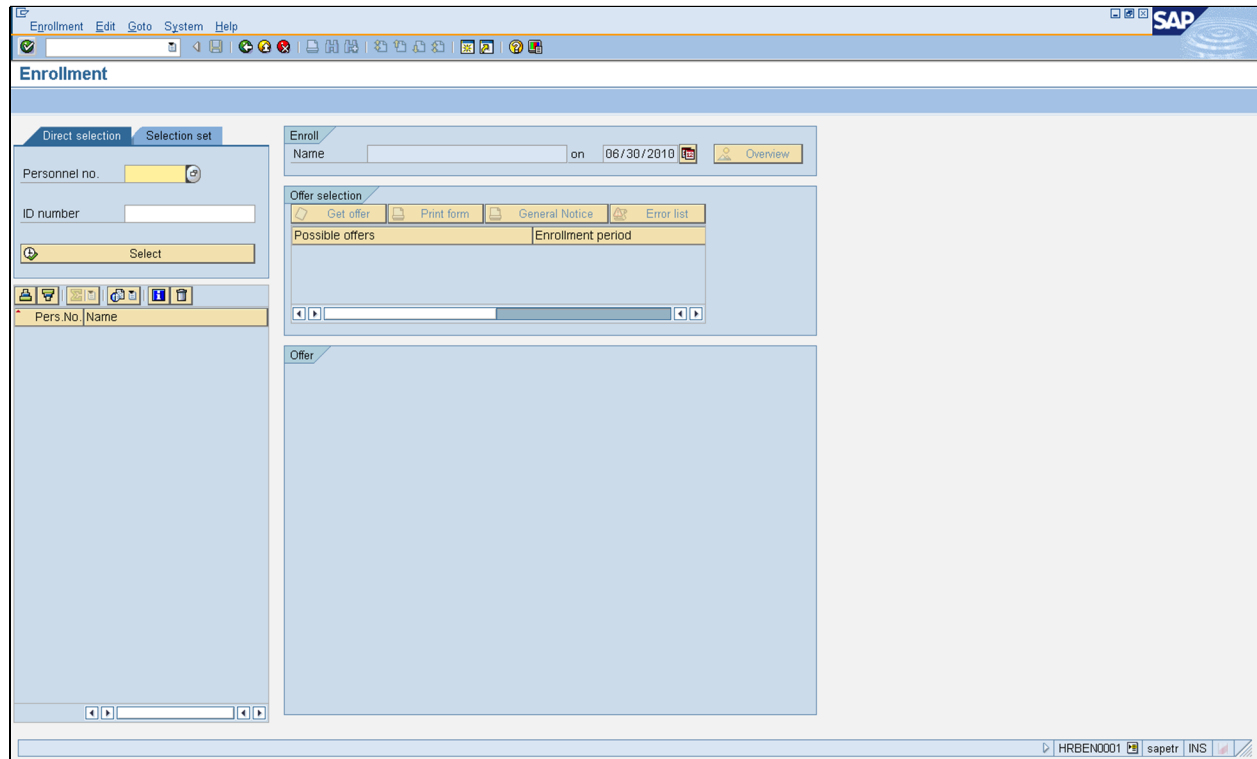**1.** Start the transaction using the menu path or transaction code.

SAP Easy Access AASIS MENU

2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter Enrollment transaction code. **Example:** HRBEN0001

Enrollment
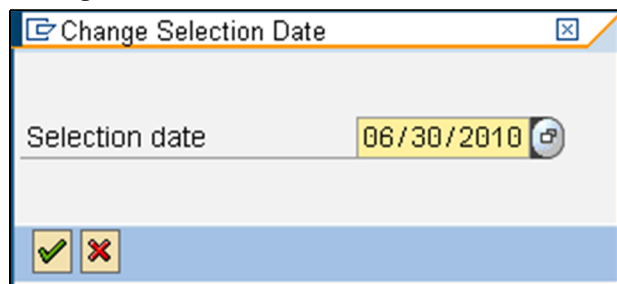
3. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Enter personnel number of employee to be enrolled. **Example:** 2809

4. Click '**Change Date**' 🗓️.

Change Selection Date
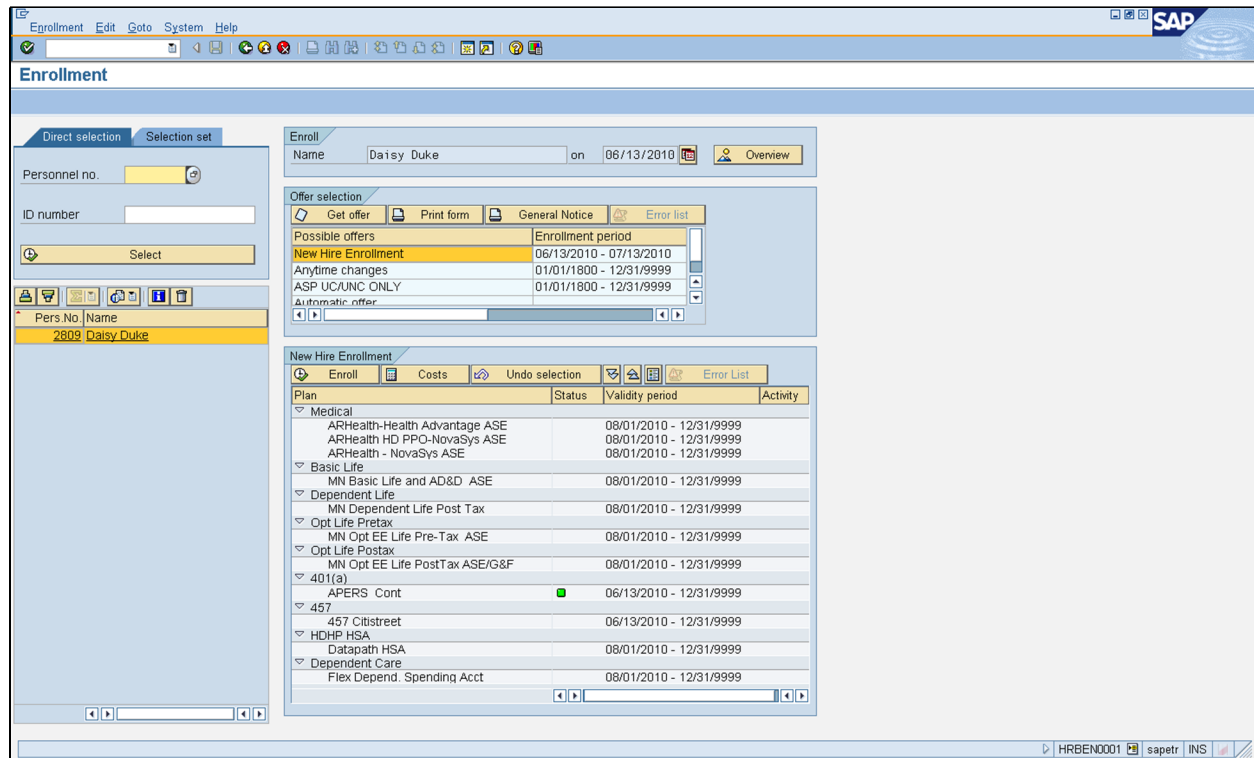
5. As required, complete/review the following fields:

Field	R/O/C	Description

Selection date	Required	Change the date to the employee's hire date. **Example:** 06/13/2010

6. Click **Continue** ✅.

Enrollment

7. Double-click *Possible offers* text box New Hire Enrollment .

8. Click the employee's desired medical plan. **Example:** ARHealth - NovaSys ASE tree item
ARHealth - NovaSys ASE .

Maintain Health Plan

Maintain Health Plan	☒

Pers.No.   2809 Daisy Duke

Plan   ARHealth · NovaSys ASE

Start   08/01/2010 · 12/31/9999

☐ Stop participation in period

Option

Plan options

Health Plan Opt   OPT1 Standard ASE 1

Dependent Cover   EE1 Employee Only 1

Costs USD Monthly

Employee   96.36   ☑ Deductions Pre-

Employer   0.00

🌀 Accept   ✖

9.   A pop-up box for the chosen plan will appear. Click **Accept** 🌀 Accept .

Enrollment

10. Select **Basic Life** insurance plan.

Maintain Insurance Plan

Maintain Insurance Plan	⊠
Pers.No.	2809 Daisy Duke
Plan	MN Basic Life and AD&D ASE
Start	08/01/2010 - 12/31/9999

☐ Stop participation in period

Coverage

Insurance option and coverage

Insurance Optio	BL01 Basic EE Life Coverage
Basic Coverage	10,000.00 USD
Additional Unit	0 X 0.00 USD
Insurance Cover	10,000.00 USD

Costs USD Monthly

EE post-tax	0.00
Employer	0.00

⊕ Accept   ✖

11. Click **Accept** ⊕ Accept .

Enrollment

12. Continue to select the employee's desired plans.

Maintain Insurance Plan
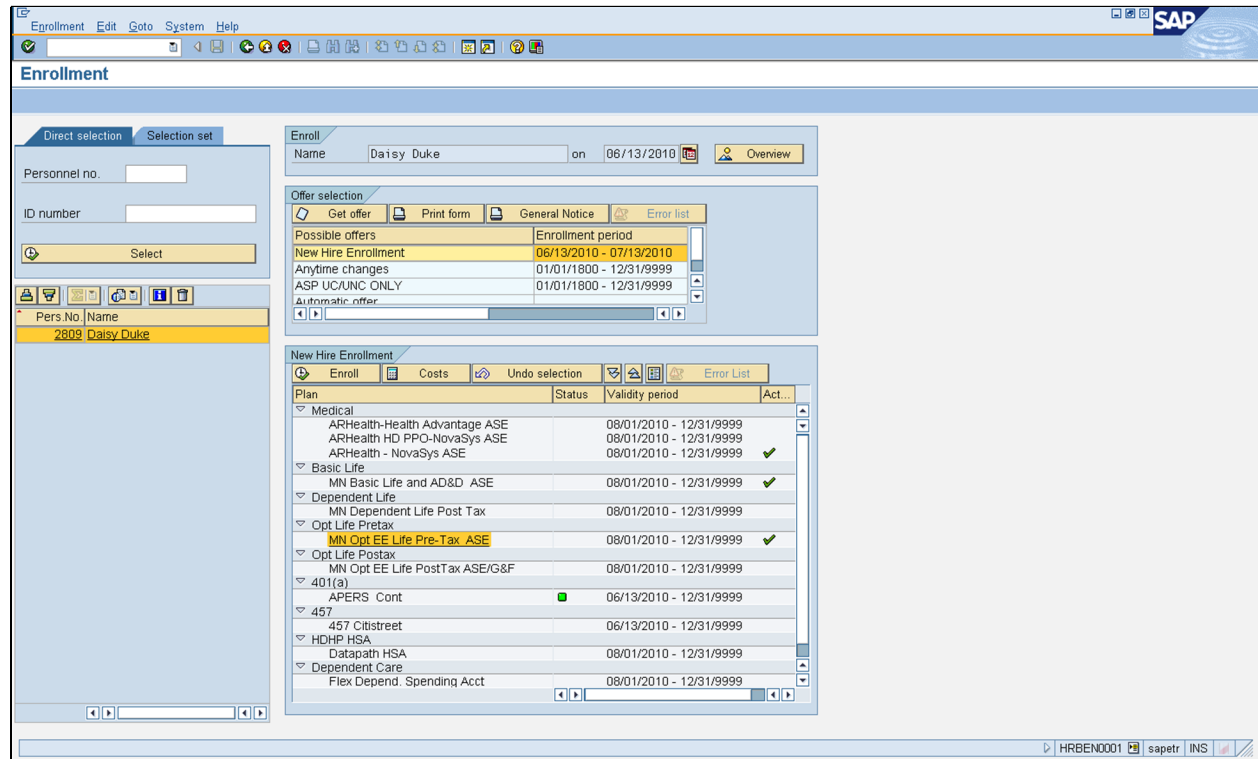
13. As required, complete/review the following fields:

Field	R/O/C	Description
Additional Unit	Required	Enter number of additional units that make up the total required coverage. **Example:** 2

14. Click **Accept** ⊕ Accept .

Enrollment

15. Once all of the employee's benefit plans have been selected, click **Enroll** [Enroll button].

Evidence of insurability

Evidence of insurability					⊠
Select plans for which insurability has been proven:					
List of Plans					
Selected	Plan	Option	Dependent ...	From	To
☐	MN Opt EE Life Pre-Tax ..	Optional Lif...		08/01/2010	12/3

⊕ Enroll   🗐 Select All   🗐 Deselect All   ✖ Cancel

16. A pop-up box for Evidence of Insurability will appear, click to select. ☐ .

17. Click E**nroll** ⊕ Enroll .

Confirmation of Selected Actions

Activity	Plan	From	To
Create	ARHealth - NovaSys ASE	08/01/2010	12/31/9999
Create	MN Basic Life and AD&D ASE	08/01/2010	12/31/9999
Create	MN Opt EE Life Pre-Tax ASE	08/01/2010	12/31/9999

Confirmation of Selected Actions

List of Plans

Enroll   Cancel

18.   Click **Enroll**   Enroll   to complete the process.

Desktop

Enrollment

Enrollment completed successfully

Continue   Confirmation

19. Click **Continue** button Continue to complete the process.

Next Steps

To print a Confirmation letter displaying the employee's catch-up medical and/or life amounts, go to transaction **HRBEN0015**.

Summary

Select **Confirmation** to print a copy of the employee's elected benefit plans. Employees should receive a copy their confirmation letter within their 30 days of enrollment to ensure all plans have been entered correctly.